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17 December 1985

MEMORANDUM FOR: All FBIS Headquarters Personnel

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FROM: [REDACTED]  
Director, Foreign Broadcast Information Service  
SUBJECT: Holiday Greetings

It has been an FBIS tradition to contribute to Children's Hospital or another appropriate cause money that would otherwise be spent sending each other holiday greeting cards. For those who would like to continue this worthwhile tradition contribution boxes will be located on the desks of secretaries in all division and staff offices. Anyone who would like to place a greeting card on the 10th floor bulletin board in Key Building would certainly be welcome to do so.

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